***Curriculum Vitae***

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Kamal

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Objective

An aggressive guy with an organized & creative mind who thrives on work and has  
the ability to stimulate, encourage and organize people around him with enthusiasm, positive attitude and zeal to learn, one who has the capability to adapt to any environment within a short span of time. I am extremely comfortable in a computerized environment & possess good communication skills with team co-ordination and also a great sense of humor. I see myself as being skilled in planning & organization with outstanding persuasive abilities.

Key Skills & Strengths

 Excellent Communication and Personality

 Management and Leadership Skills

 Efficiency and Reliability

 Maturity, Honesty and ability to look at challenges as opportunities

 Ability to understand Client requirements and implement new Products and Technologies

Relevant Experience

1. **Worked with DAMAS JEWELLERY LLC DUBAI**

**Designation: Store Manager since June - 2013**

* To take a lead role in setting up of new outlet.
* Participate in setting sale target along with Sales Manager and implement it in shop.
* Identify weak sales areas, developing and establishing measures to overcome them,
* Monitor staffing in shop with regards to having the right number of manpower, staff roaster maintenance, tracking staff productivity and ensuring staff discipline in co-ordination with shop manager.
* Keep management informed of market updates, competition, new brands, etc.
* Keep track on stock situation. (old stock, display, back up stock)
* Recommend promotional marketing activities.
* Ensure adequate traning is provided to new as well as existing staff, indentify gaps, if any, and ensure improvements are made in the area.
* Ask ASM for jewelery as an when required in shop.
* Arrange jewelery to fullfil the customers requirement from other shop or HO.
* Ensure all aspects in shop furniture, fixture, display, lights, signages are in place.
* Ensure adherence to all statutory compliance regarding trade licences, lease re-neweals, security and insurance requirements and The Damas Promise.
* Monitor functioning shop in order to ensure adherence to time schedules.
* Ensure daily stock is been tally and updated.
* Keep track of Stock taking in outlet minimum once in 45 days.
* Ensure the product knowledge of staff is satisfactory by regular checking.
* Encourage sales staff to provide feedback to improve operation.
* Encourage customer feedback and solve customer disputes. Keep the customer Service \department informed.
* Follow up with ASM regarding staff issues.
* Submit sales report and checklist report to ASM & Sales \Manager on \daily and monthly.
* Keep ASM updated in the daily shop activities in the area.
* Identifying successors for the position.

1. Titan Industry Ltd.(Zoya) from Feb-2011 to May-2013)

**Designation: Asst Store Manger**

JOB PROFILE

* Welcome customer.
* Ensure adequate traning is provided to new as well as existing staff, indentify gaps, if any, and ensure improvements are made in the area
* Keep Manager informed of market updates, competition, new brands, etc.
* Receiving and maintaining Stock of jeweler.
* Ensure daily stock is been tally and updated.
* Ensure the product knowledge of staff is satisfactory by regular checking.
* Changing Display with new ideas and taking into consideration security issues.
* Arranging events in the store.
* Conducting Pre-view for new collection before the official launch.
* Wishing customers on their special days.
* Ensure all aspects in shop furniture, fixture, display, lights, signages are in place.
* Submit sales report and checklist report to Manager & ASM on \daily and monthly.

(2) Worked with Starboard Cruise Pvt. L td (Dec2008 to Dec 2010)

**Designation : Trainee Asst Shop Manager:**

JOB PROFILE:

Welcoming guests on board, introducing the entire Shop Staff.

 Conducting seminars on exclusive watch brands.

 Changing display of watches on a day-to-day basis.

 Give away raffle tickets for all kinds of promotion during the cruise.

 Special attention to VIP Guests.

 Maintaining sales records & achieving individual targets.

 Helping guests at any point of time within the shop premise.

 Look in after Different department & encourage the staff to achieve target.

 Keep updating the promotional products, with proper discount signs.

 Keep a track of the shipments coming in and going out, with proper paper work done.

(3) Amore Jewels Pvt. Ltd. (Oct 2007 to Nov 2008)

**Designation: Sales-Coordinator:**

JOB PROFILE:

 Keep track of all diamond manufacturing orders to Amore Jewels on a daily basis.

 Coordinating with the team until complete order execution right from receiving the order, quotation confirmation, receipt of goods, dispatch of goods, follow-ups, and repair/ replacement instructions.

Customer relationship management for order execution support & thriving for more business.

(4) Damas Jewelers LLC (Dubai) (July 2005 to Jan 2007)  
 Gold, Diamond & Watch Division

**Designation: Sales Executive:**

JOB PROFILE:

 Attending the clients over the counter.

 Keeping the store up-to-date and according to DAMAS standards.

 Making invoice, closing the batch at the end of the day as regards to credit card payments.

 Maintaining daily records of the cash, credit, gold and diamond sale and tallying the stock of diamond.

 Solve customer quires if any.

 Receiving and maintaining stock.

 Looking into security issues.

 Changing display on regular basis. Evaluating the details of deals with customer.

 Handling and managing high value customer, with good customer service.

 **Handled** **Diamond Jewellery brands** like:- Leela, Legacy, Farfasha, Kiku Pearls, Aprilie Collection, Tanshique, Ceilien, Solitare, Asmi, Laurentia, Baraka, Leo Witter, Calgaro, Fope, Mageritt, Roberto Coin, Romance, Dunhill, Visconti Pens, Boudoor, Marco Bicego.

 **Handled** **Watches Brands** like:- Chopard, Romanson, Festina, Michel Schumacher Collection, Morgan, Rochas, Jacques Leman, Jaques Farel, Pierre Cardin, Orient, Burberry, Visconti, Graf Von Faber Castel, Mercedes Benz, Federe Constantin, Tag, Mont Blanc,

(5) PIAGET at Oberio Hotel/ DIA at Taj (April 2002 to July 2005)

**Designation: Senior Sales Representative:**

JOB PROFILE:

 Attending clients over the counter.

 Handel customer enquiries over the phone.

 Receiving and maintaining Stock.

 Ensure daily stock taking is tally.

 Changing Display with my new ideas and taking into consideration security issues.

 Personally determining the Best Price based on the given detailed parameters.

 Have a good exposure of handling corporate clients for the high end brands of diamond jeweler and watches.

 **Handel International brands** :- Piaget, Chopard, Vacheron Constantien,

I W C, Corum, and Carrera E. Carrera.

Education

 **First Year of Bachelor Of Commerce** (Mumbai University. India)

Computer Skills:

 **MS. Office, Excel, Word, PowerPoint, Poss, Citrix.**

Personal Statement:  
Value & Beliefs

 The two key values that have guided me are a high level of commitment and Integrity. To me it is not the end result that matters but the entire process involved in achieving it. I believe that learning is a continuous process and this has enabled me to learn and improve from my mistakes.

Extra Curricular Activities:

Reading News Paper, Listening to Music, Traveling, Interacting with People and Exploring new places.